



Oakley Recreation Facility Rentals

I. **ELIGIBILITY**

Certain facilities are not available for partisan political meetings, sectarian religious meetings, or for the direct financial benefit of private individuals or commercial enterprises. In accordance with OMC 6.5.118, the City reserves the right to exclude or remove activities it deems inappropriate for public use.

II. **PRIORITY**

City of Oakley events/activities and City of Oakley administered events/activities will take precedence over any and all other requests for parks, fields, and facilities. A City event/activity is defined as planned, organized, and controlled or sponsored by the City. A City sponsored event/activity is defined by the City's involvement being limited to the lending of its name, and contributing some type of financial or in-kind support.

Groups that have reserved a facility in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the City requires a cancellation or relocation of the reserved event.

With the exception of established annual community events and sports field use, permits are issued on a first come, first served basis. Priority (in the event two requests are received at the same time) shall be given to: 1. Community Partners (with a signed MOU only), 2. Oakley residents and Oakley based non-profit organizations, 3. Non-profit organizations not based in Oakley, and non-residents, 4. For profit organizations.

III. **CLASSIFICATIONS**

Group 1: Oakley Resident and Oakley-Based Non-Profits

Use by Oakley residents must be for personal use only (birthday parties, baby showers, family reunion). Proof of residency is required at the time of reservation request.

Tax-exempt Non-Profit group(s) shall present verified and current 501(c) 3, 501(c) 6 or 501(c) 7 nonprofit tax status at the time of reservation request. The applicant organization must be the primary organizer, manager and financial administrator.

Group 2: Non-Resident and Non-Oakley

Use shall allow non-Oakley residents for requested activities that are for personal use only (birthday parties, baby showers, family reunion).

Tax exempt Non-Profit group(s) shall present verified and current 501(c) 3, 501(c) 6 and 501(c) 7 nonprofit tax status at the time of reservation request. The applicant organization must be the primary organizer, manager and financial administrator.

Group 3: Community Partner

Community Partner(s) shall consist of, but is not limited to, community organizations and public agencies (Federal State and County agencies) that are in direct or indirect partnership with the City of Oakley per a Memorandum of Understanding approved by the City Manager in accordance with City policies and procedures. Community Partner(s) must provide services that directly benefit the Oakley community.

Group 4: Private Business, Group or Organizations

Private business, commercial, organization or groups for events such as sales, product demonstrations, business, recruiting meetings, classes, staff or training meetings etc. No organization, group or individual may sponsor or apply on their behalf any other organization, group or individual for the purpose of changing the group classification.

IV. GENERAL USE POLICIES

These policies are for the use of City-owned or controlled community facilities. All users shall comply with City, State and Federal laws, including but not limited to provisions of the Oakley Municipal Code.

Reservation Requirements

The renter must be a minimum of 18 years of age, and submit a complete Facility Use Permit Application to the City Recreation Division or complete online reservation process, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements.

Renters are required to provide the name and phone number (cell if available) and email of the primary contact person and a secondary contact. The primary contact person must be present on site during the approved rental period, will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be on site and available upon request by any City staff during the approved rental period.

Cancellations

The City of Oakley reserves the right to cancel, revoke or suspend immediately any and all reservations, permits and applications if deemed that inappropriate, flagrantly disrespectful or harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Oakley Police Department will be notified and enforcement action will be taken. Violations may result in forfeiture of fees and/or deposits.

Cancellation fees vary based on the facility or park rented see exhibits for further details. All cancellations are subject to the current refund processing fee (established in the Master Fee Schedule).

PICNIC AREAS AND SPORTS FIELD FEES

Facility	Group 1	Group 2	Group 3	Group 4
Sports Area	\$11 per hour	\$26 per hour	As Outlined in Individual Agreement	\$60 per hour
Creekside & Nunn Wilson Park Group Picnic Areas (up to 100 people)	\$100 per day	\$125 per day	As Outlined in Individual Agreement	\$200 per day
Crockett and Summer Lake Park Group Picnic Areas (under 50 people)	\$75 per day	\$100 per day	As Outlined in Individual Agreement	\$150 per day
A \$150 damage deposit is due at the time of application to reserve any park or sports area.				

RECREATION CENTER FEES

Facility	Group 1	Group 2	Group 3	Group 4
Oakley Recreation Building Studio 1, only available for parties with 50 or less people	\$55 per hour	\$75 per hour	As Outlined in Individual Agreement	\$100 per hour
Recreation Center Great Room Add on kitchen to full room rental or side A for \$100	M-Th \$158 per hour F-Su \$236 per hour	M-Th \$184 per hour F-Su \$263 per hour	As Outlined in Individual Agreement	M-Th \$236 per hour F-Su \$315 per hour
Recreation Center Side A or Side B Add on kitchen to Side A for \$100	M-Th \$79 per hour F-Su \$121 per hour	M-Th \$105 per hour F-Su \$142 per hour	As Outlined in Individual Agreement	M-Th \$131 per hour F-Su \$158 per hour
Kitchen available Monday-Friday	\$47 per hour	\$53 per hour	As Outlined in Individual Agreement	\$53 per hour
Recreation Center Depository \$250, insurance required on all rentals. *Large events and events serving alcohol will require \$500 deposit and security as approved by the chief of police				

*Updated April 27th, 2024